



THE CITY OF HILLSBORO, OHIO

Drew Hastings, Mayor · Todd Wilkin, Safety & Service Director · Gary Lewis, Auditor

130 NORTH HIGH STREET · HILLSBORO, OHIO 45133-1152

VACANT COMMERCIAL BUILDING REGISTRATION FORM

All vacant commercial buildings must register with the City of Hillsboro in accordance with the Registration of Vacant Commercial Building Ordinance – Section 165.04 of the City of Hillsboro Codified Ordinance. Please complete this form for each vacant commercial building.

Section I: Address of Vacant Commercial Building

Address of Vacant Building _____

Parcel No. _____ Vacancy Date _____

Estimated time of vacancy: _____

Why did the building become vacant? _____

Section II: Property Owner Information:

(If Individual Owner or Designated Agent please complete the following.)

Property Owner's Name : _____

Owner's Address: _____

Authorized Agent or Contact Person: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

If Partnership, Corporation, Trust or Other, please complete the following:

(If applicable.)

Tax ID Number: _____

Name of Partnership or Corporation: _____

Contact Person: _____ Title _____

Authorized Agent or Contact Person: _____

Address: _____

Telephone Number: _____ Fax No. _____

E-Mail Address: _____



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Section III: Local Agent/Property Manager

(Please use if the Owner is outside of Highland County.)

Name: _____
Address: _____
Telephone Number: _____
E-Mail: _____

Section IV: Lien Holders or other parties of legal interest

(If applicable.)

Lien Holder or Other Party: _____
Contact Person: _____
Address: _____
Phone: _____
E-Mail: _____

Section V: Real Estate Agency

(If applicable.)

Real Estate Agency: _____
Address: _____
Realtor: _____
Phone: _____
E-Mail: _____

Section VI: Vacant Building Plan

(Please check one and explain and attach Plan):

Demolition Secure Vacancy Rehabilitation

Section VII: General Liability Insurance in the amount of \$1,000,000.00

(Please attach proof of insurance)

I, _____ hereby request to register the vacant property/building listed above and acknowledge that the information above is complete and accurate. I have read and understand Chapter 165 of the City of Hillsboro Codified Ordinances and agree to comply with these requirements. In accordance with this Ordinance, I agree to notify any future owner of this vacant building registration.

Applicant Signature

Date

Mayor's Office P (937) 393-5219 · Auditor's Office P (937) 393-5791

www.hillsboroohio.net

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